



Capitol Campus Use Agreement

This Agreement is governed by the [requirements of the Department of General Administration \(us\)](#). Your Use Permit (Permit) may change or add to this Agreement.

1. Scheduling Activities

- a. Requests are processed on a first come-first served basis. First priority is given to government activities.
- b. We will reserve the date, and time, and location for your activity when we issue you a permit.
- c. Requests must be submitted by the sponsoring entity (you). You will be responsible for abiding by terms of use in this Agreement and will also be responsible for reimbursement of labor and materials costs incurred by the Department of General Administration which directly relates to your activity.
- d. You must use the GA Campus Use Application (application) to request use of the public areas of the Capitol buildings and grounds (Capitol Campus).

2. Authorized Representative and Point of Contact

You must designate a representative who is authorized to obligate you and who will be responsible for all coordination of your activity. You must also designate a point of contact that must be present and keep the permit with them during your activity. (Authorized representative and point of contact may be the same person.)

3. Duration of Activity

Your activity may not exceed 14 (fourteen) consecutive calendar days. We may set other duration limits. This requirement does not apply to the conduct of government business.

4. Denial or Cancellation of Application

- a. We may deny your application if your activity does not comply with any applicable laws, regulations, policies or other requirements.
- b. We may cancel your application when:
 - i. Your application remains incomplete for more than 30 days.
 - ii. You fail to pay for any application charges.

5. Appeals

You may appeal the denial of your application by email to the Director of the Department of General Administration (PermitAppeals@us.wa.gov) within five (five) business days of the denial. See our [Appeal of Denial of Use of the Capitol Buildings and Grounds Policy](#) for specific appeal requirements.

6. Costs

- a. You are responsible for paying for any application and service charges. We will invoice you if you are a government sponsor. If you are not a government sponsor, your payments for:
 - i. Permit Application charges must be paid before we will issue you a permit.
 - ii. Deposits must be paid within two (2) working days after your permit is issued or we will cancel your permit.

- iii. All other charges must be paid at least two (2) working days before the start of your activity or we will cancel your permit.
- b. Government, private and commercial activities will be charged a required base service rate. In order to effectively manage our services, you must submit your request for all other services at least five (5) business days prior to your activity. Rates are listed in our [Campus Use Rate Schedule](#). See our [Guidance on Scheduling our Services](#) for more information.

7. **Set up/Clean up**

- a. You must restore the Capitol Campus and its parks to their original condition and appearance by the end of the last day of your event. You are responsible for reimbursing us for all costs that we incur in order to restore the Capitol Campus to its original condition and appearance. Examples where we will require reimbursement from you include, but are not limited to, property damage, clean up of event trash and litter, and sign or banner removal.
- b. You must set up and remove all items in a timely fashion without unreasonably disrupting business or hindering public access to the Capitol Campus.
- c. We reserve the right to specify, restrict, or inspect; including but not limited to the following:
 - i. Locations and routes for deliveries and loading/unloading of materials;
 - ii. Any materials, adhesives, or objects that may result in damage to any facilities, including its fixtures and artwork;
 - iii. Any electrical equipment or rigging.
- d. You may not block fire exits or unreasonably obstruct the efficient flow of pedestrian or vehicle traffic at any time.
- e. You may not exceed audible sound levels of 85 decibels for interior activities. Outdoor activities shall not exceed noise limits established by applicable laws or ordinances.

8. **Displays, Exhibits, Banners and Signs**

- a. You may place displays, exhibits, banners and signs on the Capitol Grounds. See our [Operational Guidelines for Displays on the Capitol Grounds](#) and our [Standards for Bridge Banners](#) for more information.
- b. The placement of displays, exhibits, banners and signs inside Capitol Buildings is restricted to government activities.
- c. Banners and signs may be used inside Capitol Building if they are handheld and not attached to poles or sticks.

9. **Publicity**

You may not imply our sponsorship of your activity in any publicity you issue.

10. **Alcohol Use**

We restrict the use, possession, and distribution of alcohol in public areas of the Capitol Campus. See our [Alcohol Use Restricted on the Capitol Campus Policy](#) for more information.

11. **Parking**

You are responsible for parking costs. See our [Guidance on Activity Parking](#) for more information.

- a. You may not block fire exits or unreasonably obstruct the efficient flow of pedestrian or vehicle traffic at any time.
- b. You must observe all [parking restrictions and regulations on the Capitol Campus](#).
- c. You must obtain advance approval from us for any overnight parking, or for parking for large vehicles or trailers, on the Capitol Campus. See our [Guidelines for Activity Parking on the Capitol Campus](#) for additional parking requirements.

12. **Compliance with Laws**

You must comply with all applicable laws, regulations, codes, policies, and other similar requirements.

13. **Cancellation**

You must give us advance notice as soon as possible in writing or by email if you cancel your activity. If you cancel within two working days before your activity is scheduled to begin, you are responsible for any costs incurred by us.

14. **Filming, Videography, and Photography**

You must obtain advance approval from us for any commercial filming, videography and photography. This does not apply to activities by print, online, or television news media or to the conduct of government business. See our [Guidance on Commercial filming, Videography and Photography](#) for more information.

15. **Risk of Loss**

- a. Except as required by law, we are not responsible for any property damage or loss, nor any personal injury sustained during, or as a result of, your activity.
- b. You are responsible for any personal injury, vandalism, damage, loss, or other destruction of property caused to or by your activity.

16. **Access**

We and our representatives, including but not limited to, law enforcement and life/safety personnel shall have free access to premises at any and all times. Should we or our representatives determine any safety or security concerns, the representative will intercede, if necessary, calling on emergency or law enforcement resources.

17. **Tents and Canopies**

- a. All tents erected on the Capitol Campus as a part of any event or activity must provide evidence of a fire safety permit review or a fire safety permit issued by the Olympia Fire Marshall Event. Sponsors may obtain these by contacting the Olympia Fire Marshall (100 Eastside Street, Olympia, WA, 360- 753-8472). An inspection of the tent by the Fire Marshall may be required.

- b. Any tent erected on the Capitol Campus as a part of an event or activity shall have no more than three solid sides with one side remaining sufficiently open to allow viewing into the tent.
- c. A site inspection and walk through with a representative from Buildings and Grounds is required.

18. Camping

Camping on the state capitol grounds is prohibited unless permitted by the director of the department of Enterprise Services. Camping means arranging any type of structure, shelter or bedding, or parking a vehicle, for purposes of habitation.

19. Political Campaigning

We are prohibited by law from issuing you a permit when your activity assists a campaign for the election of a person to an office or when your activity promotes or opposes a ballot proposition. This prohibition does not apply when your activity is an allowable exception under [RCW 42.52.180\(2\)](#).

20. Enforcement of Agreement

We shall enforce this Agreement pursuant to our requirements governing the use of the Capitol Campus. We may cancel your permit at any time if your activity does not comply with any applicable laws and rules or the terms of your permit. If your permit is cancelled and you persist in your activity, appropriate law enforcement action may be taken.

Statement of Responsibility for Users of the Public Areas of the Capitol Campus

You will be responsible for abiding by terms of use in this Agreement and will also be responsible for reimbursement of labor and materials costs incurred by us which directly relates to your activity. Your signature is not required if you submit this application using the GA online Campus use application.

By submitting this application online, you certify and warrant that you are agreeing to the terms and conditions of this Agreement.